

LANSING POLICE DEPARTMENT

NEIGHBORHOOD WATCH



START UP PACKET



WHAT IS A NEIGHBORHOOD WATCH?

A Neighborhood Watch is an organized effort by concerned citizens to improve the quality of life in their neighborhood. In cooperation with the police department, neighbors work to safeguard each other's homes and reduce the risk of crime in their community.

HOW IS A NEIGHBORHOOD WATCH ORGANIZED?

A Watch consists of a Coordinator, Block Captains, and Watch Members. The coordinator serves as the liaison between the Watch and the police department. The coordinator is responsible for sharing information with the Block Captains. Block Captains keep Watch Members, who live in their block, updated about important information. Watch Members are the "eyes and ears" of the Watch. The success of a Neighborhood Watch depends on neighbors who are alert and who communicate with each other.



WHAT ARE THE COORDINATORS DUTIES?

1. Call the Crime Tape or check Citizen Observer on a daily basis for updated crime in your watch area.
2. Pass important information on to Block Captains.
3. Maintain a phone list of the watch area. A copy of the list must be provided to the Neighborhood Watch Officer once a year.
4. Organize at least one meeting a year.

WHAT ARE THE BLOCK CAPTAIN'S DUTIES?

1. Recruit residents to join the Watch, especially when someone new moves in the area.
2. Share the information with Watch Members.
3. Help the Coordinator when necessary.

WHAT ARE THE WATCH MEMBERS DUTIES?

1. Pay attention to what goes on in the neighborhood and report suspicious activity to the police.
2. Work with the Block Captains and the Coordinator to solve problems in the neighborhood.
3. Attend any neighborhood meetings, which the Coordinator organizes.

HOW DO WE GET STARTED?

1. Talk with your neighbors to generate interest in Neighborhood Watch.
2. Meet with the Neighborhood Watch Officer.
3. Make a phone list including each Watch Member's address, phone number, and e-mail.
4. Organize your first Neighborhood Watch meeting. There are meeting rooms available at the North and South Precincts or you can meet at a local school or church. You may also choose to have it at your home.

OTHER IMPORTANT INFORMATION

- There is a Neighborhood Watch Advisory Board which supports Neighborhood Watch in Lansing. There are many people anxious to help your Watch succeed. The Board Members can also be your assigned mentor through the implementation of your new watch.
- Phone lists are *strictly confidential*. They are only to be shared with Block Captains and the Neighborhood Watch Officer.
- Coordinators and Block Captains are encouraged to attend the yearly Coordinators meeting sponsored by the Neighborhood Watch Advisory Board. The meetings are held in October.
- Coordinators are expected to call the Crime Tape line or log onto Citizen Observer every Monday through Friday to check on recent activity. The Coordinators disseminate the information from the tape to the members. The information shared is essential in running your watch.
- The Neighborhood Watch signs will be posted on the outside of the boundaries of active Neighborhood Watch areas.
- The Lansing Police Department has taken the City and divided it into four sectors. Sector 1 and 2 are North; 3 and 4 are South. You will need to know your Sector and Watch number to get information off the Crime Tape and Citizen Observer. The Neighborhood Watch officer can provide you with the information.
- Each year, the Lansing Police Department sponsors a Neighborhood National Night Out during which Watch areas are encouraged to have block parties. The City provides street barricades for those areas which pre-register, allowing you to gather with your neighbors in the roadway. McGruff, Canine Officers, Police Officers, and Fire Trucks visit your parties to entertain and educate children and adults. The format is limited only by your imagination. In the past, neighborhoods have had ice cream socials, potlucks, petting zoos, bike parades, live bands, and games.

HOW / WHEN TO CALL THE POLICE

The 911 System is designed to handle the following types of situations: **Life threatening emergencies, Medical emergencies, Crimes in progress.**

- Please ***do not*** call 911 if there is no emergency. The 911 operators are specifically instructed to handle only emergency calls. When you call 911, the operator will assess your situation and may instruct you to call back on the non-emergency line (517-483-4600). Please do not let this deter you from calling. Remember, sometimes there are only two 911 operators that can only handle nine calls at a time.
- Use the non-emergency number to report something that is ***not*** an emergency.
- When you see a suspicious activity, **CALL THE POLICE!** The operators are trained to decide whether or not your situation warrants police response. Calls are dispatched on a priority system, with emergencies dispatched first. Even if an officer is unable to respond as quickly as you would like, it is still important for you to report the suspicious activity. If an officer is going to respond, the dispatcher will decide when to send the officer to your location.
- We encourage Coordinators to problem-solve the issues and use the phone list as a resource. If additional assistance is needed, please contact your Neighborhood Watch Officer.

SAMPLE NEIGHBORHOOD WATCH MAP

CEDAR STREET NEIGHBORHOOD WATCH

Mike and Cindy
Smith
101 Cedar St
555-3333

Bob and Lucy
Jones
103 Cedar St
555-8888

Linda Waters
105 Cedar St
555-9999

VACANT
107 Cedar St

Scott Seasons
109 Cedar St
555-8181



CEDAR STREET



Ann Klein
100 Cedar St
555-1111

John Peters
102 Cedar St
555-1211

Craig and Mary
Williams
104 Cedar St
555-1344

Hillary Wing
106 Cedar St
555-6785

Greg Wilson
108 Cedar St
555-4456

SAMPLE FLYER



Our neighborhood is undertaking a program to reduce the opportunity for residential burglaries and thefts to occur. We can accomplish this by establishing a network for concerned citizens to communicate with their neighbors and the Lansing Police Department.

The security of our residential life begins with our own actions. No police department can effectively protect life and property without the support and the active cooperation of the citizens served.

We would like to invite you to attend an organizational meeting for our Neighborhood Watch. The meeting will be held on:

TIME:

DATE:

LOCATION:

By meeting together, we hope to explain the goals of our Watch, illustrate simple home-protection techniques, and discuss ways we can reduce the opportunity for crime to occur in our neighborhood.

Signature

Address

Phone Number



SAMPLE SIGN UP SHEET AND MEMBER LIST

[illegible]

CITIZEN OBSERVER

The **Lansing Police Department** would like to inform you about a new Neighborhood Watch web-based program. The program is Citizen Observer. This program will be successful for many reasons. First, the Neighborhood Watch officers will be sending you an e-mail or text message every weekday. These messages will include all the crime that occurred on the previous day. Instead of calling the crime line everyday, you will check your e-mail as needed. Another benefit is, instead of calling everyone in your watch, all members can sign up to receive the e-mail. All we need for you to do is sign up for Citizen Observer. It is a very easy process!

1. Go to **CitizenObserver.com**
2. From the front page, look under the Citizens section and select “**Sign up for Alerts**”
3. You will be prompted to enter in your **general information**. This is for the neighborhood watch officer. Please enter the information and indicate an e-mail where you would like to receive alerts. You must also enter a password. This is so you can login and sign up for additional alerts or check postings on the website. Lastly, check the box of your desired method of receiving important information from the Lansing Police. You can choose to get e-mails, a text message, or both.
4. Chose the Team Areas for which you wish to receive crime alerts. You may select more than one box.
5. Click “**NEXT**” and you will be prompted to find and choose your watch area. We have entered every Watch and Association in the City of Lansing. Please **select your watch**, and check the box as a watch member, or captain/coordinator. Click **next/complete**.
6. You are finished! You will now begin to receive a daily Lansing crime alerts. We have also posted several important lists on the website (i.e. Team Sergeant’s information and the neighborhood watch training schedule.

The Crime Line will continue to be available for those who do not have computer access (Please call 517-483-4322). You will receive daily information on the line exactly as you would on Citizen Observer. If you need assistance setting up your Citizen Observer account, please call either 483-7634 or 483-6812.

LINKS TO LANSING NEIGHBORHOOD SERVICES

CITY OF LANSING – www.cityoflansingmi.com

CITY OF LANSING MAYOR’S OFFICE – www.cityoflansingmi.com/mayor

LANSING POLICE DEPARTMENT – www.lansingpolice.com

LANSING FIRE DEPARTMENT – www.lansingfire.com

CODE COMPLIANCE – www.plandevelopment.cityoflansingmi.com/codecom

PARKS AND RECREATION – www.parks.cityoflansingmi.com

PUBLIC SERVICE – www.publicservice.cityoflansingmi.com

CITIZEN OBSERVER – www.citizenobserver.com

LANSING NEIGHBORHOOD COUNCIL – www.lansingneighborhoods.com

TIPS FOR INCREASING PARTICIPATION IN NEIGHBORHOOD WATCH

STOP THINKING OF NEIGHBORHOOD WATCH ONLY IN TERMS OF A “CRIME PROGRAM” Neighborhood Watch can be a way off life! Watch activities are only limited by your imagination. Neighborhood Watch can be a tool for improving the quality of life on your block.

CONSIDER THE SIZE OF YOUR WATCH It is easier to organize and motivate smaller rather than larger groups of people.

ASK QUESTIONS Find out your neighbor’s goals and what you may have in common.

PLAN A VISIBLE ACTIVITY Activities such as tying ribbons on street posts, luminaries, and clean-up programs can create active interest in the Neighborhood Watch program. Such activities can be accomplished by a small number of people, but can raise greater awareness among neighbors.

PLAN A MEETING Consider what topic might be of interest to many people in your neighborhood and arrange for a guest speaker. Your Neighborhood Watch officer can assist you with ideas. Once you have people gathered, take the opportunity to brainstorm future events!

IDENTIFY A NEED IN THE NEIGHBORHOOD AND ORGANIZE A RESPONSE TO IT The goal is to bring people together for a common goal. You might do a yard clean-up for an elderly neighbor or plant flowers in a common area.

CREATE A STRATEGIC PLAN If your neighborhood watch does not have goals that provide direction, the result will be a flurry of activities that have little purpose. Ultimately, this will lead to a decreasingly inactive Watch. A strategic plan can provide direction and longevity for your Neighborhood Watch.

YOU ARE NOT ALONE There are lots of people for you to turn to for help with your neighborhood watch. Neighborhood Watch Officers are available to answer questions and help create problem-solving strategies. Do not hesitate to call them. The Neighborhood Watch Advisory Board members are also experienced coordinators available to help your Watch succeed.

TAKE ACTION! If your area has a lot of problems that need to be addressed, start with something easy that can be resolved quickly (i.e. Having streetlights repaired). This will show your group that they can achieve results. Your Neighborhood Watch Officer can help you develop a plan.

CREATE A NEWSLETTER TO RE-INTRODUCE NEIGHBORHOOD WATCH Hand out a newsletter as you go door-to-door to update your phone tree.



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| EMERGENCIES | 911 |
| Animal Control | 676-8370 |
| Assessor's Office | 483-7624 |
| Board of Water and Light | 702-6006 |
| Building Safety | 483-4355 |
| City Attorney | 483-4320 |
| City Council | 483-4177 |
| Code Compliance | 483-4361 |
| Consumers Energy | 800-477-5050 |
| Fire Dept (non-emergency) | 483-4200 |
| Garbage/Compost/Recycle | 483-4400 |
| Graffiti Hotline | 483-4264 |
| Health Department | 887-4300 |
| Human Relations | 483-4477 |
| Income Tax/Treasurer | 483-4121 |
| Ingham County Clerk | 676-7201 |
| Neighborhood Council | 372-6290 |
| Mayor's Office | 483-4141 |
| Neighborhood Watch | 483-4469 |
| Parks and Recreation | 483-4277 |
| Police (non-emergency) | 483-4600 |
| Public Service | 483-4455 |
| Sewers/Streets/Sidewalks | 483-4161 |
| Planning & Neighborhood Dev. | 483-4060 |
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**PROTECT YOURSELF!
START A NEIGHBORHOOD WATCH!**

